



DEPARTMENT OF THE ARMY
Headquarters, 4th Division (Mechanized) Artillery
Fort Hood, Texas 76544-5056

AFYB-DA-CO

9 July 2004

MEMORANDUM FOR RECORD

SUBJECT: Division Artillery Leader Presence Policy: CO -1

1. This memorandum provides guidance on leader presence in the DIVARTY barracks area, post housing and off post housing after duty hours. Leaders will ensure that our Soldiers are provided with a safe and secure environment in which to live.
2. The chain of command is responsible for supervision of the Division Artillery Barracks and associated grounds. Battery leaders (BCs, 1SGs, PLs, PSGs,) will conduct random periodic checks of the barracks and associated grounds during the work week. On Fridays through Sundays a leader from each battery will make checks of their barracks area of responsibility. Conduct one check between the hours of 2000 – 2400 and one check between the hours of 2400 – 0400. Battery leaders will conduct checks with Battalion SDOs or SDNCOs. CQs will document the check in their logs. Leader checks will be made to identify, limit or eliminate the following types of activities: Illegal activity, Drug Use, Underage and/or excessive drinking, Loud music, Large social gatherings, Illegal weapons, Violations of the barracks visitor policy.
3. Responsibility for our Soldiers does not end once we leave the DIVARTY area or the gates of FT. Hood. Leaders will inspect Soldier's housing whether they live on or off post at least once a quarter. They will ensure that their soldier's basic quality of life requirements are met and, if living off post, that the area in which they are residing is safe and maintained.
4. Leaders care for and are responsible for Soldiers 24 hours a day, 7 days a week. Leader presence in the DIVARTY barracks area, post housing and off post housing eliminates or mitigates problems before they require intervention from outside agencies.
5. Point of contact for this memorandum is MAJ Tymniak the DIVARTY S1 @ 288-2939 or by email at andrey.tymniak@us.army.mil.

A handwritten signature in black ink, appearing to read "Allen W. Batschelet", is positioned above the printed name.

ALLEN W. BATSCHELET
COL, FA
Commanding